

OFFICE CLERK I

Code No. 3-05-271
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level clerical position responsible for the independent performance of difficult and complex clerical and routine administrative business assignments requiring the exercise of considerable independent judgment and that hold a high consequence of error. The use of a personal computer for word processing and database manipulation and entry is an integral part of the position. The work is performed with brief instructions regarding general objectives. The employee is permitted considerable freedom in prioritizing work and interpreting and applying policies procedures. The employee reports directly to and works under the general supervision of an administrative level staff member. General supervision may be exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops, formats, and maintains material such as non-routine correspondence, statistical or narrative reports from outline, notes or other general instructions;

Develops and maintains alphabetical, numerical or personal files;

Sorts, distributes and files material or text management filing system;

Researches and interprets information for dissemination by telephone, correspondence or in person;

Acts as liaison between the office and other government agencies for budget, contracts, referrals, human resources, or other routine business;

Compiles, prepares, and inputs a variety of data;

Purchases office supplies and monitors expenditures;

Assists in the development, justification, submission and monitoring of the office budget;

Performs complex computations relating to taxes, budget, salaries or other office responsibilities;

Supervises or guides subordinates in the performance of their duties;

Trains subordinates in the procedures and functions of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices, procedures, routines and equipment; good knowledge of business arithmetic; good knowledge of English grammar and usage; good knowledge of business administration techniques and practices; good knowledge of the techniques involved in establishing and maintaining a filing system; good knowledge of budgeting techniques and principles; working knowledge of research techniques; ability to use a personal computer for word processing and database

manipulation and entry; ability to perform purchase functions; ability to monitor and adjust expenditures; ability to develop written communications from general instructions; ability to develop statistical and narrative reports from general instructions; ability to read and interpret complex material such as laws, rules and technical instructions; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; good judgment; independence; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Five (5) years of paid full time or its part time or volunteer equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State Registered college or university with an Associate's degree in Secretarial Science, Office Technology or a closely related field, plus three (3) years of office clerical or secretarial experience; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTES:

- Successful completion of one (1) year of college coursework (or 30 semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.
- Experience as a Teller, Cashier or Sales Clerk shall not be considered appropriate experience for the purposes of these minimum qualifications.

SPECIAL REQUIREMENT:

If you are appointed you will be required to possess of valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: 8/6/2009

ADDITIONAL INFORMATION:

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.